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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 September 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 40, Week of 24 - 30 September 1957

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1. Numbers in Clerical Induction Training. During the week of 24 September there were people in Clerical Induction Training. Of these were entering for the first time.

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2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 24 September.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 24 September were as follows:

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	Tested	Qualified	
Shorthand			25X1
Typewriting			25X1

4. Instructor on Leave. Instructor, Clerical Refresher Training, is on annual leave beginning 30 September 1957.

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5. Meeting with Officer from Chief, Clerical Training, met with Property and Supply Officer of on 24 September 1957 for the purpose of discussing the possibility for a study program in shorthand for clerical employees at Tentative plans were made for to visit and talk with clerical employees who might be interested in pursuing either group or individual courses of study. Because it is impossible to assign a Clerical Instructor to for the purpose of conducting daily classes, it will be necessary to work out a system of periodic training follow-up system with these trainees.

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